

August 4, 2000

**Vacancy Announcement #00-318 TD/cs**

**LAW ENFORCEMENT CAREER DEVELOPMENT PROGRAM (LECDP) VACANCY  
ANNOUNCEMENT**

**POSITION:** Criminal Investigator, GS-1811-13  
(Public Information Officer)

**LOCATION:** Bureau of Alcohol, Tobacco and Firearms  
Deputy Assistant Director Field Operations (West)  
Seattle Field Division  
Seattle, Washington

**SALARY:** \$60,974 to \$79,264 per year including locality pay

**OPENING DATE:** August 8, 2000

**CLOSING DATE:** September 5, 2000

**AREA OF  
CONSIDERATION:** Bureau-wide

**DUTIES:** The incumbent is responsible for developing, establishing, and conducting the media and public affairs activities for the Division Director/Special Agent in Charge. Specific duties include:

- Identifying and assessing the long and short term media and public affairs needs of the Field Division;
- Developing strategies, programs and procedures to result in a comprehensive information dissemination program sensitive to the mission of the Bureau and to the unique needs, circumstances and attitudes of the population of the area to which the incumbent is assigned;
- Serving as the principal media representative;
- Establishing and conducting ongoing liaison activities with other Federal, State and local law enforcement and regulatory officials, and industry groups; and
- Participating in Career Fairs to recruit new employees, developing Division level training or other information materials

**QUALIFICATIONS:** Applicants must have at least one (1) year specialized experience equivalent to the GS-12 level investigating criminal violations and that provided the specific knowledge, skills, and abilities to perform successfully the duties of the position. Applicants must meet all qualifications, including time-in-grade requirements, within 30 days of the closing date of this announcement. Examples of qualifying experience include:

- Leadership of or membership in a military intelligence or criminal investigative team or component in which the principal duties consisted of security investigation, intelligence gathering, or criminal prosecution.
- Analyzing or evaluating raw investigative data and preparing comprehensive written investigative reports.
- Investigating criminal cases requiring the use of recognized investigative methods and techniques and that may have included appearing in court to present evidence.
- Supervising or conducting interviews or interrogations that involved eliciting evidence, data, or surveillance information

- Law enforcement work which in 50 percent or more of the time involved criminal investigations requiring the use of surveillance, undercover, or other criminal detection methods or techniques.

**EVALUATION METHODS:** Applicants will be evaluated and given points on relevant experience; formal college level education; training and self-development within the past five years; awards (Quality Step Increase, Sustained Superior Performance, Special Act and Suggestion) received in the past two years; current performance appraisal; and the Supplemental Experience Statement. The following factors in the Supplemental Experience Statement will be used as the basis for determining the best-qualified applicants.

### **SUPPLEMENTAL EXPERIENCE STATEMENT**

On separate sheets of paper, describe your work experience, training and/or awards, volunteer experience or hobbies as they relate to each of the items listed below. Provide detailed evidence of each of the factors and show how and when they were used. Include clear, concise examples that show level of accomplishments and degree of responsibility. Include where and when you acquired the knowledge and abilities.

1. Ability to represent the bureau in public forums
2. Ability to prepare written materials for public dissemination or for use as briefing materials
3. Knowledge of the structure and program responsibilities of the bureau
4. Knowledge of laws, regulations, and policies governing the operational functions of the bureau
5. Ability to work with and through others to accomplish objectives
6. Ability to plan and organize work efficiently and to prioritize objectives while adjusting to changing workloads, resources and priorities

### **CONDITIONS OF EMPLOYMENT:**

- MUST DISPLAY THE REQUIRED PROFICIENCY WITH FIREARMS, AS DESCRIBED IN ATF ORDER 3000.8, "ATF FIREARMS POLICY" FOR 1811's ONLY.
- A Secret Clearance is required.

### **GENERAL INFORMATION:**

1. Applications will not be returned to applicants.
2. All applicants will be notified by the Personnel Division upon completion of the selection process.
3. Applications must be received by the closing date of this announcement.
4. Candidates must address the KSAs themselves. Supervisors are no longer responsible for KSA narratives.
4. All applicants will be rated and ranked by a ranking panel and must meet a minimum cut-off score to be considered.
5. The Best-Qualified List (BQL) will consist of the top five scoring applicants in alphabetical order. Additional candidates may be certified and forwarded to the selecting official, if measurable distinctions cannot be made among the total number of candidates who met the cut-off score. Likewise, fewer candidates may be certified and forwarded, if fewer than five meet the cut-off score or fewer than five apply.
6. ATF provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please contact us at the telephone number below.

### **HOW TO APPLY:**

Candidates must submit a written application (e.g., resume; SF-171, Application for Federal Employment; or OF-612, Optional Application for Federal Employment). The OF-612 may be obtained from the Office of Personnel Management's website <http://www.opm.gov/forms/html/of.htm>. The SF-171 is no longer available for distribution.

A. Your application **must** contain the following information:

1. Title series, grade and vacancy announcement number for which you wish to be considered

2. Full name, social security number and mailing address
  3. Daytime and evening telephone numbers
  3. For experience most relevant to this position, include name of employer, dates of employment, job title, and grade (if applicable), start and end dates and a description of duties and responsibilities
  4. Average hours worked for each position if other than 40 hours per week
  5. Name, location and date of high school and college attended
  6. Type of degree, date received, GPA, major/minor field of study
  7. Clear identification of U.S. citizenship
- B Additional information/completed forms which should be submitted:
1. Written response to the Supplemental Experience Statement.
  2. Performance appraisal dated within the last year or copies of your last three **(3)** appraisals. Points for the performance evaluation will be given on information provided in one of the following: **1)** the most recent performance appraisal rating of record which is not the subject of a discrimination challenge, or **2)** the **three** most recent performance appraisal ratings of record which are not the subject of any discrimination challenges. If you choose to submit your last **three** appraisals, they will be added together and averaged to arrive at a score for that portion of your ranking. If you do not submit a performance appraisal, you **WILL NOT** receive credit for that portion of evaluation process. If your application package does not contain all other supporting documentation, you **MAY NOT** be considered for this position.
  3. SF-50s reflecting competitive status and highest permanent grade held
  4. Relevant self-initiated training and self-development taken within past five years (courses, training sessions or seminars that are three or more days in length.) Provide month/year of class, title and length of class.
  5. Description and date/year of awards, honors, and special qualifications such as language, computer skills, and typing speed

**SEND COMPLETED APPLICATION TO:**

Bureau of Alcohol, Tobacco and Firearms  
Office of Management/Personnel Division  
Merit Promotion Branch, Room 4170  
Attn: 00-318 TD/cs  
650 Massachusetts Ave NW.  
Washington, DC 20226  
(202) 927-8610

**AN EQUAL OPPORTUNITY EMPLOYER**

**ALL APPLICANTS WILL RECEIVE CONSIDERATION REGARDLESS OF RACE, COLOR,  
SEX, AGE, NATIONAL ORIGIN, MARITAL STATUS, POLITICS, RELIGION OR ANY  
OTHER NONMERIT REASON.**

**APPLICANT RESPONSE FORM**  
**(Complete and return this form with your application)**

Bureau of Alcohol, Tobacco & Firearms (ATF) Vacancy Announcement: **#00-318TD/cs**

Position Title, Series and Grade: **Criminal Investigator (Public Information Officer), GS-1811-13**  
Location: Seattle Field Division, Seattle, Washington

Name and Address *(applicants, please complete)*

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The results of your application for consideration for this position are as follows:

\_\_\_ Your name was referred to the selecting official; however you were not selected.

\_\_\_ You met the basic qualifications for the position, but you were not on the best-qualified list.

\_\_\_ You were selected for the position.

\_\_\_ You were found to be ineligible/not qualified as indicated below:

- |  |   |
|--|---|
| <p><input type="checkbox"/> Lack general experience</p> <p><input type="checkbox"/> Lack specialized experience</p> <p><input type="checkbox"/> Outside area of consideration</p> <p><input type="checkbox"/> Other: _____</p> | <p><input type="checkbox"/> Lack required time in grade</p> <p><input type="checkbox"/> Lack education requirements</p> <p><input type="checkbox"/> Application received too late for consideration</p> |
|--|---|

\_\_\_ Recruitment under this announcement has been cancelled.

\_\_\_ Other: \_\_\_\_\_

|                                 |      |
|---------------------------------|------|
| Teresa A. Dunnington            |      |
| Personnel Management Specialist | Date |

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The application you submitted for Vacancy Announcement: **#00-318 TD/cs, Criminal Investigator (Public Information Officer), GS-1811-13 in Seattle, Washington** has been received in the Bureau of Alcohol, Tobacco & Firearms, Office of Personnel. Since the Personnel Division is unable to release specific information on job status, the Personnel Division upon completion of the selection process will notify you.

Name and Address *(applicants, please complete)*

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